Argyll and Bute Election Office
Constituency Returning Officer: Pippa Milne

Kilmory, Lochgilphead, Argyll PA31 8RT
Tel: 01546 603264 Fax: 01546 606874
e.mail: elections@argyll-bute.gov.uk
www.argyll-bute.gov.uk/elections
Direct Line: 01546 603264
Ask For: David Logan
Our Ref: SC/SP/01
Your Ref:
Date: 04 March 2021

To Prospective Candidates

Dear Sir/Madam

SCOTTISH PARLIAMENT ELECTION – NOMINATION PACK
Date: Thursday 6 May 2021

I enclose nomination papers, including relevant supporting documentation for the Scottish Parliament Election to be held on Thursday **6 May 2021.**

For the safety of candidates, agents and election staff, Covid compliant arrangements have been made to accept nomination papers at:

Election Office, Kilmory Headquarters, Lochgilphead, Argyll PA31 8RT

Candidates and election agents are asked to be aware that different rules will apply about access to the Election Office and contact with staff in line with Scottish Government guidance on COVID-19. You cooperation in doing as much as possible through e-mail and telephone would be appreciated. Not everything can be managed in that way but we all should aim to avoid face-to-face meetings as far as possible. You should submit competed papers by e-mail to elections@argyll-bute.gov.uk for an informal check prior to arranging to deliver these by hand.

To assist in ensuring that an appropriate member of staff is on hand to receive nominations, it would be helpful if candidates and/or election agents would contact a member of the Election Team on 01546 603264 or by e-mail to arrange a mutually convenient date and time for checking of the nomination papers and thereafter to lodge formally your nomination paper. The nomination period starts on **Tuesday 16 March 2021** and nomination papers can be lodged up to 4pm on each working day until the deadline which is noted below. You should have regard to the Covid arrangements for Nominations which are outlined in this pack.

Nominations must be lodged not later than 4pm on Wednesday 31 March 2021.

COVID-19

As I am sure you appreciate, this Election is being planned and delivered in the context of the coronavirus pandemic and the related restrictions which are in place across the county to attempt to control and supress the virus. The pandemic has required an enhanced approach to risk assessment for each part of the electoral process and, indeed, for the date of the poll itself. Risk assessments continue to be undertaken in line with the advice and guidance from the Electoral Commission (EC), the Electoral Management Board for Scotland (EMB) and Public Health Scotland.

With the dual aims of ensuring the poll is delivered in a safe and secure manner, it will be necessary to make some changes to the usual operational arrangements for an election and these will include:-

- Revised polling place set ups to ensure appropriate distancing, hand hygiene and voter flow.
- Enhanced cleaning arrangements at all polling places and the count centre.
- Deployment of extra staff where required, to manage voters and monitor revised arrangements.
- Raising awareness of the arrangements for voter safety, and the options for voting, through a range of communication channels.
- Changes to the count centre set up to ensure the process can be observed whilst maintaining distancing.

I will continue to ensure you receive information about the specific arrangements for polling and the count.

Yours sincerely

PIPPA MILNE
Constituency Returning Officer

Scottish Parliamentary Election	List of Contents and Checklist for full Nomination Pack

Election of a member to serve in the Scottish Parliament for the	**Argyll and Bute Constituency**	Date of election	**6 MAY 2021**

List of Contents and Checklist for Nomination Packs

Description	**Documents to be returned to the Returning Officer by Wednesday 31 March 2021**	**Documents to be returned to the Electoral Registration Officer**
Notes for Prospective Candidates and Covid 19 Measures for Nominations		
Copy of Timetable		
Notice of Election		
Candidate Check List		
Nomination Paper	✔	
Consent to Nomination	✔	
Certificate in relation to Nomination Paper	✔	
Request for use of the Registered Party's Emblem	✔	
Notice of Appointment of Election Agent	✔	
Notice of Appointment of Sub-Agent	✔	
Authorisation for return of Deposit	✔	
Notice of Withdrawal (if appropriate)	✔	
Request for Register of Electors/Absent Vote List		✔
Guidelines for display of posters on street furniture		
Statutory provision for use of Schools and Rooms		
Privacy Notice		

Note: If you require any further assistance please do not hesitate to contact the Returning Officers Office on 01546 604322

SCOTTISH PARLIAMENTARY ELECTION
ARGYLL AND BUTE CONSTITUENCY

DAY OF ELECTION – 6 MAY 2021

NOTES FOR PROSPECTIVE CANDIDATES

The following notes are for the guidance of prospective candidates. More election information is available at the Argyll and Bute elections website www.argyll-bute.gov.uk/elections

1. Poll

A copy of the notice of election is enclosed. In the event of a contest polling will take place on Thursday 6 May 2021. The hours of poll will be 7.00 am to 10.00 pm.

2. Nomination Paper

Nomination papers completed and subscribed in accordance with the provisions of the Parliamentary Election Rules must be delivered by the candidate, or by his/her election agent if the agent's name and address have previously been given to the **Returning Officer, at the Election Office, Kilmory, Lochgilphead, Argyll, PA31 8RT** on any day between the hours of 10.00 am and 4.00 pm beginning on Tuesday 16 March 2021 and ending at 4.00 pm on Wednesday 31 March 2021.

The nomination paper must state the candidate's –

a) name in full, with the surname placed first

b) home address in full; and

c) if desired, description

If a candidate commonly uses –

a surname which is different from any other surname he/she has, or

a forename which is different from any forename he/she has

then the candidate may include the commonly used surname or forename in addition to the other name.

The candidate must sign the nomination form. This must be witnessed by one witness; the witness signing and giving his/her name and address.

It is essential that the nomination paper should be completed fully and accurately. Incomplete or inaccurate papers may be rejected.

3. Candidate

The candidate must have attained the age of 18 at the day of nomination and must be a Commonwealth citizen or citizen of the Republic of Ireland or a citizen of another Member State of the European Community and not subject to any legal capacity. In the case of a citizen of another Member State of the European Community, that person must be resident in the United Kingdom.

The candidate must not be disqualified from being nominated as a candidate by reason of any of the disqualifications set out in sections 5(2), 9(6) and 15 of the Scotland Act 1998 and the Scottish Parliament (Disqualification) Order 2010.

This Order specifies the offices held by someone, which prohibit that person from being nominated, had been made. This includes politically restricted posts (within the meaning of Part 1 of the Local Government and Housing Act 1989).

In addition to the general disqualifications, a constituency candidate must not be a candidate in more than one constituency.

4. Candidate's Consent to Nomination

A person is not validly nominated as a candidate unless his/her consent to nomination:-

(a) is given and dated in writing on, or within one month before, the day fixed as the last day for the delivery of nomination papers;

(b) is attested by one witness; and

(c) is delivered at the place, and within the time, for the delivery of nomination papers.

A candidate's consent must –

(a) state the day, month and year of his/her birth; and

(b) must state –

(i) that he/she is aware of the provisions of the Scotland Act 1998 and of the Scottish Parliament (Disqualification) Order 2010; and

(ii) that to the best of his/her knowledge and belief he/she is not disqualified from membership of the Scottish Parliament .

A copy of the Scottish Parliament (Disqualification) Order 2010 is available for inspection at the Election Office.

5. Candidate's Description

The particulars of a candidate given in a nomination paper may, if desired, include a description. A description need not be included, but if it is, it will be printed on the ballot papers and in the Notice of Poll. (see also paragraph 6 below).

The description, if any, must consist of either –

a) the name of a party registered under section 28 of the Political Parties, Elections and Referendums Act 2000;

b) a description registered for use by a political party or parties under section 28A or 28B of the same act; or

c) the word “independent”

6. Registration of Political Parties

The Scottish Parliamentary Election Rules (2015) provide that no nomination may be made in relation to a Scottish Parliamentary Election unless the nomination is in respect of –

(a) A person who stands for election in the name of a qualifying registered party; or

(b) A person who does not purport to represent any party.

A party is a “qualifying registered party” if the party was, on the last day for publication of the Notice of the Election, registered in respect of that part of Great Britain in the Great Britain Register maintained by the Electoral Commission. A person does not purport to represent any party if either the description of the candidate given in his or her nomination paper is “Independent” or no description of the candidate is given in his or her nomination paper.

Rule 8 of the Scottish Parliamentary Election Rules provides that a nomination paper may not include a description of a candidate which is likely to lead voters to associate the candidate with a registered political party unless the description is authorised by a Certificate –

(a) issued by or on behalf of the Registered Nominating Officer of the party; and

(b) received by the Returning Officer at some time during the period for the delivery of nomination papers (and must be received by the closing time).

If the Certificate is issued on behalf of the relevant Registered Nominating Officer the Returning Officer requests that it is accompanied by written evidence of delegation, to the person issuing the Certificate, signed by the relevant Registered Nominating Officer.

“Registered political party” means a party which was registered under Rule 8 of the Parliamentary Election Rules at the time by which the Notice of Election is required to be published. If in the Returning Officer’s opinion a nomination paper breaches Rule 8 above, he/she must give a decision to that effect as soon as practicable after the close of the period for delivery of nomination papers.

A person is guilty of a corrupt practice if he or she fraudulently purports to be authorised to issue a Certificate referred to in Rule 8.

The effect of all of the foregoing is that a person may only stand as a constituency candidate at a Scottish Parliamentary election if his or her nomination paper is accompanied by a Certificate authorising his or her candidature issued by, or on behalf of, the Nominating Officer of a registered party, or if his or her nomination paper either gives the description “Independent” or gives no description whatsoever.

For convenience a form is enclosed which may be used by the person certifying the candidate's description.

7. Emblems

If a candidate who is the subject of a party's authorisation under Rule 8 so requests, then the ballot paper will contain, against the candidate's particulars, the party's registered emblem (or one of the party's registered emblems). The request must be made **by the candidate**, must be **made in writing** to the Returning Officer, must accurately identify the emblem, and must be **received** by the Returning Officer before the last time for the delivery of nomination papers. The ballot paper can contain only one emblem (per candidate) registered by that Party in the Register of Political Parties.

For convenience, a form is enclosed which may be used by the candidate to request the use of an emblem.

8. Deposit

A person is not validly nominated as a candidate unless the sum of £500 is deposited by him or her, or on his/her behalf, with the Returning Officer at the place and during the time for delivery of nomination papers.

The Returning Officer will accept a deposit made either –

(a) by the deposit of any legal tender;

(b) By means of a Banker's Draft provided the drawer carries on business as a banker in the United Kingdom; or

(c) In such other manner as the Returning Officer, may agree (in advance). By means of a debit or credit card or BACS transfer.

(d) The Returning Officer will not accept a personal or business cheque, even if it is drawn on a bank carrying on business in the United Kingdom.

Where the deposit is made on behalf of a candidate, the person making the deposit must, at the time he or she makes it, give his or her name and address to the Returning Officer.

9. Right to Attend Nomination

Only the following persons are entitled to attend during the time for delivery of nomination papers or for making objections to them –

(a) A person standing nominated as a candidate; or

(b) The Election Agent of such a person;

(c) A person who has issued a certificate authorising the use of a description in relation to the candidate.

(d) Observers appointed or authorised by the Electoral Commission in terms of Section 6A or 6B of the Political Parties, Electors and Referendums Act 2000.

However, where a candidate acts as his or her own Election Agent he or she may name one other person who shall then be entitled to attend in place of the Election Agent.

10. Withdrawal of Candidates

Should a candidate wish to withdraw his/her nomination he/she can do so in the prescribed manner, but intimation must be made to the Returning Officer, in writing, at the Office for the delivery of nomination papers not later than 4.00 pm on Wednesday 31 March 2021. The Notice of Withdrawal must be signed by the candidate and attested by one witness.

11. Election Agent

In terms of Article 33 of the Scottish Parliament (Elections) Order 2015 a person must be named by each candidate as the Election Agent for that candidate. The Election Agent's name and address must be declared in writing to the Returning Officer by not later than 4.00 pm on Wednesday 31 March 2021. A candidate may name him or herself as Election Agent. The declaration as an Election Agent of a person other than the candidate must be made by the candidate, and must be accompanied by a written declaration of acceptance signed by the Election Agent.

The notice given to the Returning Officer must include the address of the office of the Election Agent to which all claims, notices, writs, summonses and documents may be sent.

If no agent is named within the required time, or if the agent appointed dies and a new appointment is not made on the day of death or the following day, or if the appointment of the agent is revoked without a new appointment being made, the candidate will be deemed to have appointed him/herself as agent.

For convenience a form on which intimation of the appointment of an Election Agent may be given is enclosed.

12. Candidates Free Copy of Register

The Electoral Commission Guidance manual contains information about using the electoral register which candidates are entitled to receive on request.

Such a request should be made in writing direct to the Electoral Registration Officer, Kilbrannan House, Bolgam Street, Campbeltown, PA28 6HZ using the form which will be available in the nomination pack and should –

(a) specify the documents requested and

(b) state whether a printed copy of any of the documents is requested instead of the version in data form (unless a specific request for printed copy is made it will be provided in data form).

As noted above there are restrictions on the use of the full Register supplied to candidates as follows:-

No candidate or election agent who has been supplied with a copy of the register may –

(a) supply a copy of the full register to any person;

(b) disclose any information contained in it (that is not contained in the edited register); or

(c) Make use of any such information,

except for electoral purposes.

Advice from the Electoral Commission is that "electoral purposes" should be defined as anything to do with the process of campaigning and getting elected. Fundraising, including by political parties, for the purposes of communicating with voters and campaigning to get elected may count as "electoral purposes". The Order applies to the period between elections and equally to people who are not members of political parties.

Any person who contravenes the restrictions in use specified above shall be guilty of an offence and liable on summary conviction to a fine not exceeding £5,000.

13. Absent Voting

All applications to vote by post must, if they are to be effective for this election, reach the Electoral Registration Officer, Kilbrannan House, Bolgam Street, Campbeltown, PA28 6HZ (Telephone 01586 555300 for more information) by 5.00 pm on Tuesday 6 April 2021. Applications to cancel or alter existing postal or proxy votes must reach the ERO by 5.00pm on Tuesday 20 April 2021.

New applications to vote by proxy (not postal proxy) must be with the ERO by 5.00 pm on Tuesday 27 April 2021.

14. Opening of Postal Voters Ballot Papers

Candidates will be advised after the close of nominations as to the arrangements for the opening of postal voters' ballot boxes.

15. Polling and Counting Agents

Notification of the appointment of Polling and Counting Agents must be given to the Returning Officer by not later than Wednesday 28 April 2021. Whilst there is no restriction on the number of polling agents who may be appointed, only one polling agent will be admitted to a Polling Station on behalf of any one candidate at any one time. All persons acting in the capacity of agent must be notified in writing of the requirement of secrecy before so acting.

16. Counting of Votes

The counting of votes will take place on Friday 7 May 2021 commencing 9.00 am in the Sports Hall, Joint Campus High School, Lochgilphead.

17. Election Expenses

The Electoral Commission' guidance manual for candidates and agents contains information about election expenses.

The Election Agent of every candidate must deliver, within thirty five days after the day on which the result of the election is declared, a return containing as respects that candidate–

- a statement of all election expenses incurred by or on behalf of the candidate; and
- a statement of all payments made by the Election Agent together with all bills or receipts, for items of more than £20, relating to the payments.

Saturdays, Sundays and certain holidays are not excluded in reckoning time for this purpose and the return must be delivered by the Election Agent to the office to which the nomination paper was delivered.

The return must be accompanied by a declaration made by the Election Agent. At the same time that the Election Agent delivers that return, or within seven days afterwards, the candidate must deliver a declaration made by him or her, unless the candidate is out of the United Kingdom when the return is delivered, in which case his/her declaration may be made and delivered within fourteen days after his or her return to the United Kingdom.

The completion and delivery of the return and these declarations as to election expenses is a statutory requirement.

Expenses Limit

The expenses limit at this election for a candidate in this constituency £21,500 + 6.3p per elector for the Long Campaign and for the Short Campaign is £8,700 plus 9p for every entry in the Register of Electors to be used at the Election as it has effect on the last day for publication of the Notice of Election.

Returning Officer

Kilmory
Lochgilphead
PA31 8RT

NOTE
These notes have been compiled for the assistance of prospective candidates. They are not to be taken as a definitive statement of the law and the Returning Officer accepts no responsibility for any errors or omissions in them. Candidates are referred to the appropriate Statutes and Election Rules and should, of course, seek their own independent advice.

COVID -19 MEASURES FOR NOMINATIONS.

In looking to proceed with the Scottish Parliament Election, the election team have been liaising with the Electoral Management Board for Scotland and following guidance from the Electoral Commission in assessing the current circumstances and risks. We have had regard to the need to ensure we have a robust risk assessment of the process and the physical facilities to ensure we are able to identify and deploy mitigating measures and build confidence in the safety of the Poll among staff and the wider public. These considerations, and the additional measures to address them, have provided us with assurance, as things currently stand, that a poll can continue to be conducted safely while maximising the positive message to voters that the process and arrangements are safe and appropriate.

Specifically in respect of Nominations, the alterations to process which we have put in place are:

1. Nominations will be conducted by appointment only, and candidates are advised that if they arrive at Kilmory without an appointment they will not be able to gain access to the building (as reception is not open).

2. Informal checks of papers is strongly encouraged to ensure that the papers brought for submission are correct and the time spent face to face is minimised. Please scan your papers and email them to the elections inbox (elections@argyll-bute.gov.uk) where they can be checked by a number of members of the core election team.

3. Please remember that while the actual nomination paper must be submitted in person other papers can be submitted by hand or by post.

4. One member of the core team will be available for each appointment to submit papers, and only 1 person will be admitted for each submission. Support for the staff member receiving the papers will be put in place by way of a skype call with another member of the team who can support/witness the nomination process from a remote location (the staff member receiving the papers will have their laptop with them to put the skype call in place).

5. Nominations will be received in either of Committee Room 1 or the Executive meeting room, both rooms enable social distancing with more than enough space for 2 people in the room.

6. We will provide PPE (masks, hand sanitiser, screens, cleaning spray and paper) at the room in which nominations are accepted.

7. Contact details for persons attending to submit papers will be recorded for the purpose of future tracing if required.

Scottish Parliamentary Election – 6 May 2021 – Easter 2/5 April		
Notice of Election: to be published by 4pm on	-35	**Monday 15 March 2021 (earliest)**
Main Issue of Poll Cards	**n/s**	**Tuesday – Wednesday 16/17 March 2021**
Delivery of nomination papers: between the hours of 10.00am and 4.00pm on any day after the date of publication of the notice of election	-34	from Tuesday 16 March 2021
Latest time for lodging Nomination Papers not later than 4.00pm on	-23	Wednesday 31 March 2021
Latest time for lodging appointment of Election Agent not later than 4.00pm on	-23	Wednesday 31 March 2021
Latest time for withdrawal of Nomination Paper not later than 4.00pm on	-23	Wednesday 31 March 2021
Publication of Statement as to Persons Nominated/Notice of Poll and list of polling stations	-23	As soon as practicable after 5.00pm on Wednesday 31 March 2021
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes, not later than 5.00pm on	**-21**	**Tuesday 6 April 2021**
Issue of Postal Votes (1st issue)	n/s	Wed-Fri 14-16 April
Replacement lost and spoilt postal ballot papers		From day of issue
Last date for receipt of new applications for the Register	**-12**	**Monday 19 April 2021**
Deadline for cancelling existing postal or proxy votes	-11	Tuesday 20 April 2021
Issue of Postal Votes (2nd issue)	-8	Friday 16 April 2021
Issue of Postal Votes (3rd issue)	-7	Monday 26 April 2021
Last day for new applications to vote by proxy (not postal proxy): not later than 5.00pm on	**-6**	**Tuesday 27 April 2021**
Last day for the appointment of Polling and Counting Agents	-5	Wednesday 28 April 2021
Last date for clerical amendments to register (supplement) 9.00pm New emergency proxy applications – 5.00pm	-	Thursday 6 May 2021
Last day to apply for lost or spoilt replacement postal ballot papers – not later than 10.00pm on	-	Thursday 6 May 2021
POLLING	**-**	**THURSDAY 6 MAY 2021**
Verification and Count		Friday 7 May 2021 – 9am
Date for delivery of return of declarations for election expenses	35	Friday 11 June 2021

Printed by the Returning Officer, Kilmory Headquarters, Lochgilphead, Argyll PA31 8RT

NOTICE OF ELECTION

Scottish Parliamentary Election

For the Argyll and Bute Constituency

1. An election is to be held for a Constituency Member to serve in the Scottish Parliament for the Argyll and Bute constituency.

2. Nomination papers can be obtained from the office of the Constituency Returning Officer, The Election Office, Council Offices, Kilmory, Lochgilphead, Argyll PA31 8RT, during the times stated below.

3. Nomination papers must be delivered to the Constituency Returning Officer The Election Office, Council Offices, Kilmory, Lochgilphead, Argyll PA31 8RT between the hours of **10.00am and 4.00pm** on any working day after the date of this notice but no later than **4pm** on **Wednesday 31 March 2021.**

4. If the election is contested the poll will take place on Thursday 6 May 2021.

5. Applications to register to vote must reach the relevant Electoral Registration Officer by 12 midnight on **Monday 19 April 2021**. Applications can be made online: **https://www.gov.uk/register-to-vote.**

6. The £500 deposit can be paid by legal tender or by means of a banker's draft from a drawer which carries on business as a banker in the United Kingdom or with the Returning Officer's consent, in any other manner including by debit or credit card or by BACS.

7. Applications or amendments of postal votes must reach the relevant Electoral Registration Officer at the address below by 5pm on Tuesday 6 April 2021.

8. Cancellations of postal votes must reach the relevant Electoral Registration Officers by 5pm on Tuesday 20 April 2021.

9. Applications to vote by proxy at this election must reach the relevant Electoral Registration Officer at the address below by 5pm on Tuesday 27 April 2021.

10. Applications to vote by emergency proxy at this election, i.e made after the 27 April deadline on the grounds of; disability suffered after that deadline (or, for applicants who suffered a disability before the deadline, their disability meant that they could not reasonably have made an application in time), work/service reasons, following Scottish Government advice or the advice of a medical professional in relation to coronavirus, being detained in a hospital under the civil sections of the Mental Health (Care and Treatment) (Scotland) Act 2003 or for Scottish prisoners serving a sentence of 12 months

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or less, must reach the relevant Electoral Registration Officer at the address below by 5pm on Thursday 6 May 2021. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after 5pm on Tuesday 27 April 2021.

Contact details of Electoral Registration Officer in the constituency			
Electoral Registration Officer	Council area covered by the Electoral Registration Officer	Address	Contact details
Electoral Registration Officer	Argyll and Bute	Kilbrannan House, Bolgam Street, Campbeltown PA28 6HZ	Phone - 0800 8900470 e-mail - ero-abc@dab-vjb.gov.uk web - www.saa.gov.uk/dab-vjb

Dated: Monday 15 March 2021 The Constituency Returning Officer

Printed and published by the Constituency Returning Officer, Kilmory Headquarters, Lochgilphead PA31 8RT

You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

1: Nomination form

2: Candidate's consent to nomination

The following papers can be delivered by hand or by post:

3: Certificate of authorisation

4: Request for a party emblem

5: Notification of election agent (constituency candidate)

6: Notification of sub-agent

The notice of election published by the Constituency Returning Officer (CRO) will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

UK General Data Protection Regulation (UK GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the Information Commissioner's Office for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on their website.

Contents

Form number	Description	Candidate type
CL	Constituency candidate checklist	All (for guidance only)
1	Nomination form	All
2	Consent to nomination	All
3	Certificate of authorisation	Party candidates only
4	Request for a party emblem	Party candidates only
5	Notification of election agent (constituency candidate)	All
6	Notification of sub-agent	All (optional)

CL	Scottish Parliament	Constituency candidate checklist

This checklist is designed to assist constituency candidates at the Scottish Parliamentary election in preparing to submit their nomination, and should be read alongside the Electoral Commission's *Guidance for candidates and agents*.

Task	Tick
Please complete all forms in CAPITALS	
Nomination form (all candidates)	
Insert the name of the constituency and election date – check with the CRO if you are unsure	
Add your full name – surname and all other names in full in the relevant boxes	
Optional – Use the commonly used name(s) box(es) if you commonly use a name that is different, or partly different, from your actual name and you want it to be used instead of your full name	
Description – Party candidates can use the party name as registered with the Electoral Commission and supported by a certificate of authorisation from that party; the registered name of a party may be preceded by the word “Scottish”. Others can use ‘Independent’ or leave this blank	
Add your home address in full	
Sign and date the form in the presence of a witness. There are no restrictions on who can be a witness	
Witness – your witness needs to sign and provide their name and address.	
Method of submitting the nomination form to the CRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	
Candidate’s consent to nomination (all candidates)	
Complete all the details on the form and read the declaration carefully. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice. If you are satisfied that you meet all of the criteria listed and so are eligible to stand, sign the declaration	
Add your full date of birth	
Sign and date the document in the presence of another person. Don’t sign the consent form earlier than one month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section	
Method of submitting the consent to nomination form to the CRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate’s full name and that the other details are completed	
Check the certificate allows the registered party name given on the nomination paper to be used; the registered name of a party may be preceded by the word “Scottish”	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
Method of submitting the certificate of authorisation to the CRO: by hand or by post. There are	

no restrictions on who can deliver it, but it should be someone you trust	
Request for an emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
The request must be made by the candidate	
Method of submitting the emblem request form to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
Notification of election agent (all candidates)	
Give the name, address and office address of your appointed election agent	
Ensure the appointed agent signs the form showing their acceptance	
Method of submitting the notification form to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
Notification of sub-agent (all candidates)	
The **election agent** may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas **must not overlap**	
Give the name, address and office address of the sub-agent	
Method of submitting the notification form(s) to the CRO: by hand or by post. There are no restrictions on who can deliver these, but it should be someone you trust	
Deposit (all candidates)	
Confirm with the CRO that your preferred method of payment is acceptable, and deposit £500 with the CRO by the deadline for nominations	

Office use only	Date received	Time received	Initials	No

Election of a Member to serve in the Scottish Parliament	**1 – Nomination paper**
ARGYLL AND BUTE COUNTY	Constituency
Date of election:	**THURSDAY 6 MAY 2021**

I, the undersigned, am nominated as a candidate at the said election.

DETAILS OF CANDIDATE			
Candidate's surname:			
Other names in full:			
Commonly used surname (if any)[1]:			
Commonly used forenames (if any)[1]:			
Description (if desired)[2]:			
Candidate's home address in full (including postcode):			
Signature of candidate:		Date:	

DETAILS OF WITNESS			
Signature of witness:		Date:	
Witness name in full (Please use BLOCK CAPITALS):			
Address of witness (including postcode):			

The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

The nomination period closes at 4pm on 31 March 2021 and completed nomination papers must be delivered to the Constituency Returning Officer by this deadline.

See notes overleaf

Notes

1. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency Returning Officer thinks –

   (a) that the use of the commonly used name may be likely to mislead or confuse electors, or (b) that the commonly used name is obscene or offensive (Schedule 2, rule 18(5)).

2. The candidate may, if desired, use a description or may leave this line blank to indicate that they do not want to use a description. If a description is to be used then it must either be “Independent” or the name of the candidate’s registered political party (or the name of two such parties). If the registered name of a party is used then this may be preceded by the word “Scottish” in terms of rule 4(7). If a party name is to be used then a certificate of authorisation must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).

Office use only	Date received	Time received	Initials	No

Scottish Parliament	**2 – Candidates consent to nomination**
Constituency name	**ARGYLL AND BUTE COUNTY**
Date of the election:	**THURSDAY 6 MAY 2021**

Section 1 - Candidate's details and declaration			
I (candidate's name in full):			
of (home address including postcode)			
Office address in case you are required to be an agent. See note 3.			
hereby consent to my nomination as a candidate at the above-mentioned Election. I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament. I am aware of the provisions of sections 5(2) and 9(6) of the 1998 Act and, to the best of my knowledge and belief, I may stand as a candidate to be a member for the above-mentioned constituency.			
My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
Note: It is an offence to make a false declaration.			
Candidate's Signature:		Date:	

Section 2 – To be completed by the witness			
The declaration above was signed in my presence by the candidate named above.			
Signed (name in full):		Date:	
Witness' Name (Block Capitals):			

Deliver this form to the Constituency Returning Officer by the deadline for nominations
See notes overleaf

Notes

1. A person shall not be validly nominated unless their consent to nomination –

   (a) is given and dated in writing on, or within one month before, the day fixed as the last day for delivery of nomination papers;

   (b) is attested by one witness, and

   (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.

2. If the Constituency Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Constituency Returning Officer for full details of this procedure.

3. There are no restrictions on where the office address can be located.

Office use only	Date received	Time received	Initials	No

Scottish Parliament

3 – Certificate of authorisation

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

Constituency:	**ARGYLL AND BUTE COUNTY**	Date of Election:	**THURSDAY 6 MAY 2021**

In accordance with the Scottish Parliament (Elections etc.) Order 2015, I hereby certify that			
(Candidate's name in full)			
may include the following description[1] on their constituency nomination paper for the election in the above constituency on Thursday 6 May 2021.			
(Description[1])			
Signature of Nominating Officer (or person authorised by the Nominating Officer):		Date:	
(Name of person signing)			

Notes

1. Description means the name (or one of the names) of the political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. That name may be preceded by the word "Scottish" where this is allowed under rule 4(7) of the Scottish Parliamentary Election Rules.

2. If the candidate is standing in the name of two parties jointly, then the description must be the names of both of those parties and may include the word "and" between them. This is the description that will appear on the constituency ballot paper.

This form must be provided to the Constituency Returning Officer where a nomination paper is submitted for a candidate standing on behalf of a political party. It must be received by the Constituency Returning Officer by the deadline for the delivery of nomination papers.

Office use only	Date received	Time received	Initials	No

Scottish Parliament

4 – Request for a party emblem

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

This form must be signed by the candidate.

Constituency:	**ARGYLL AND BUTE COUNTY**	Date of election:	**THURSDAY 6 MAY 2021**
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used: (Please use name or description as on Electoral Commission website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Constituency Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Office use only	Date received	Time received	Initials	No

Scottish Parliament	**5 – Notification of election agent (constituency candidate)**
Constituency name:	**ARGYLL AND BUTE COUNTY**
Date of the election:	**THURSDAY 6 MAY 2021**

Candidate's notification of their election agent	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent is	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's office address in full:	
Candidate's signature (or signature on behalf of candidate):	
Name of person signing (if on behalf of the candidate):	
Date:	

Confirmation of acceptance by election agent	
I confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature	
Date	

Agent's other details in case of query (Optional – will not be published)			
Home telephone:		Work telephone:	
Mobile telephone:			
Email address:			

Deliver this form to the Constituency Returning Officer by the deadline for nominations

Office use only	Date received	Time received	Initials	No

Scottish Parliament	6 – Notification of sub agent
Constituency name:	**ARGYLL AND BUTE COUNTY**
Date of the election:	**THURSDAY 6 MAY 2021**
Candidate name	

The **election agent** may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Details and extent of sub-agent	
Name of sub-agent:	
Sub-agent address:	
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	
Extent of appointment (describe area):	

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:			
Name:		Date:	

Confimation of acceptance by sub-agent (optional)			
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:		Date:	

Sub-agent's other details in case of query (Optional – will not be published)			
Home telephone:		Work telephone:	
Mobile telephone:			
Email address:			

Deliver this form to the Constituency Returning Officer by the deadline for submission of sub-agent notification forms

AUTHORISATION FOR RETURN OF DEPOSIT

SCOTTISH PARLIAMENTARY ELECTION

ARGYLL AND BUTE CONSTITUENCY
Day of Election: 6 MAY 2021

Candidate's Name	

Name and address of person making deposit

Name						
Address						
Telephone	Daytime		Evening		Mobile	
Form of Deposit	Cash		Banker's Draft		Other (please specify)	

Name and address of person to whom deposit (unless forfeit) is to be returned

Name	
Address	
To whom cheque is to be payable	

SCOTTISH PARLIAMENTARY ELECTION

ARGYLL AND BUTE CONSTITUENCY
Day of Election: 6 MAY 2021

Candidate's Name	
	Received the sum of £500 deposited on behalf of the above named Candidate
	Date
	Returning Officer

Scottish Parliamentary election Constituency	Withdrawal of candidate

Constituency name	**Argyll and Bute Constituency**	Date of election	**Thursday 6 May 2021**

To the Constituency Returning Officer for the above constituency

Candidate's name	
Address	

Having been nominated as a candidate at the above election I hereby give you notice that I withdraw my nomination as a candidate

Candidate's signature	
Date	

Witness

The above named candidate signed this document in my presence

Name of witness	
Signature of witness	
Date	

This form must be delivered by hand or by post to the Constituency Returning Officer by the close of nominations.

Please return completed form to:

Electoral Registration Officer,
Kilbrannan House, Bolgam Street,
CAMPBELTOWN PA28 6HZ

Phone: 01586 55 5300 **Fax:** 01586 55 2883
Email: ero-abc@dab-vjb.gov.uk

Request for electoral register

Name of electoral area: (e.g. ward / division / constituency / region / voting area)	**Argyll and Bute Constituency**	**Date of election**	**Thursday 6 May 2021**

This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent.

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than electoral or donation checking purposes is illegal with a maximum fine of £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.	
Signed (Candidate / party list election agent)	

Delivery details		
My application is for the electoral register in (tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

This electoral register can only be supplied, at the earliest, on the last date allowed for the notice of election to be published.

Request for absent vote list

Name of electoral area: (e.g ward/division/constituency/region/ voting area)	Argyll and Bute Constituency	Date of election	Thursday 6 May 2021

This form must be sent to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent

Declaration of candidacy and confirmation of legal use of absent vote list information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for **electoral purposes only**. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal with a maximum **fine of £5,000**.	
Signed (Candidate / party list election agent)	

Application and delivery details		
My application is for the absent vote list in (you may tick as many boxes that you wish):		
The current list of postal voters		
The current list of proxy voters		
The final list of postal voters		
The final list of proxy voters		
Please supply the data in (please tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

ARGYLL AND BUTE COUNCIL
ELECTIONS
GUIDELINES ON DISPLAY OF CAMPAIGN POSTERS AND USE OF CAR PARKS

DISPLAY OF CAMPAIGN POSTERS

Commencing from the last date for the publication of the Notice of Election, and until Election Day, the Council will not object to the fixing of election posters to items of street furniture such as lighting columns, subject to the following conditions:-

a) Election Agents' names and addresses must be advised to the appropriate Area Roads Operations Office prior to the display of election material.

b) All posters must be backed by some form of board or card of adequate stiffness and tied with cord of sufficient strength. They must not be attached to street furniture using glue or any form of adhesive.

c) Placing posters must not inconvenience the travelling public in terms of obscuring signs that are essential for the direction of traffic and safety. The mounting height of posters must not be less than eight feet (2.4m) above ground level.

d) Posters must not, in any circumstances, be attached to any traffic signal post or control box, or to street furniture in central reservations and pedestrian refuge islands. For structural and electrical safety reasons, ladders should not be placed against lighting columns – free standing step-ladders or other means of access should be used.

e) Only one poster per candidate or two posters back to back, is allowed on each item of street furniture.

f) All posters must be removed within 48 hours after polling day.

g) Permission is granted on the understanding that those concerned indemnify the Council against any third party claim arising from the attachment.

USE OF COUNCIL CAR PARKS BY CARAVANS ETC.

Caravans may be sited in Council car parks, should space be available, for a period not exceeding 14 days immediately prior to polling day subject to the following conditions:-

a) Where a car park is a free car park, no charge is made but, where a car park is fee-paying, the appropriate charge is levied.

b) The caravan should not be used for sleeping accommodation between the hours of 11.00pm and 7.00am.

c) To minimise the disturbance to residential areas located adjacent to car parks, the use of loud speakers is prohibited in connection with the use of a caravan in a Council car park.

d) The total cost associated with the provision and removal of such caravans and other units will be borne by the promoting organisation.

e) All associated signs and posters must be removed with 48 hours after polling day.

AMENITY SERVICES TEAM LEADERS

Bute & Cowal – Nigel Potts 01369 708629
Oban Lorn & the Isles – Malcolm Cullen 01631 567817
Mid Argyll, Kintyre and the Islands – Julian Green 01546 604892
Helensburgh & Lomond – Stewart Brookfield 01436 658854

Schools and rooms for Scottish parliamentary election meetings: candidates for return as constituency members – The Scottish Parliament (Elections etc) Order 2015

64.—(1) Subject to the provisions of this article, a candidate for return as a constituency member at a Scottish parliamentary election is entitled for the purpose of holding public meetings in furtherance of the candidate's candidature to the use free of charge at reasonable times between the last day on which notice of the election may be published in accordance with the Scottish Parliamentary Election Rules and the day preceding the date of the poll of—

(a) a suitable room in the premises of a school to which this article applies;
(b) any meeting room to which this article applies.

(2) This article applies to any school of which the premises are situated in the constituency or an adjoining constituency, not being an independent school within the meaning given in section 135 of the Education (Scotland) Act 1980(**b**) (interpretation), but a candidate is not entitled under this article to the use of a room in school premises outside the constituency if there is a suitable room in other premises in the constituency which are reasonably accessible from the same parts of the constituency as those outside and are premises of a school to which this article applies.

(3) This article applies to meeting rooms situated in the constituency, the expense of maintaining which is payable wholly or mainly by—

(a) the Scottish Ministers or any other part of the Scottish Administration; or
(b) any Scottish public authority with mixed functions or no reserved functions (within the meaning of the 1998 Act).

(4) Where a room is used for a meeting in pursuance of the rights conferred by this article, the person by whom or on whose behalf the meeting is convened—
(a) shall defray any expenses incurred in preparing, warming, lighting and cleaning the room and providing attendance for the meeting and restoring the room to its usual condition after the meeting; and
(b) shall defray any damage done to the room or the premises in which it is situated, or to the furniture, fittings or apparatus in the room or premises.

(5) A candidate is not entitled to exercise the rights conferred by this article except on reasonable notice; and this article does not authorise any interference with the hours during which a room in school premises is used for educational purposes, or any interference with the use of a meeting room either for the purposes of the person maintaining it or under a prior agreement for its letting for any purpose.

(6) For the purposes of this article and article 65 (except those of paragraph (4)(b) of each article) the premises of a school shall not be taken to include any private dwellinghouse, and in this article—

(a) the expression "meeting room" means any room which it is the practice to let for public meetings; and
(b) the expression "room" includes a hall, gallery or gymnasium.

(7) The provisions of Schedule 7 (use of school rooms and meeting rooms for election meetings) have effect with respect to the rights conferred by this article and article 65 and the arrangements to be made for their exercise.

PRIVACY NOTICE
ELECTIONS AND ELECTORAL SERVICES
Candidates and Agents

Your Personal Data

Argyll and Bute Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Iain Jackson, Governance and Risk Manager, Argyll and Bute Council, Legal and Regulatory Support, Kilmory, Lochgilphead PA31 8RT.
Email: Iain.Jackson@argyll-bute.gov.uk or data.protection@argyll-bute.gov.uk
Telephone: 01546 604188 or 01546 605522

Legal Obligation: Under the Representation of the People Act 1983 each Local Authority must by law appoint a "Returning Officer". This is a personal appointment with its own statutory functions, separate to Argyll and Bute Council.

The Returning Officer has a statutory duty to process certain personal data for the purpose of administrating election and referenda; and as such, is subject to the requirements of data protection regulations as a "data controller". Pippa Milne is the Returning Officer for Argyll and Bute Council and is the registered Data Controller with the Information Commissioners Officer (ICO).

For many of the Returning Officer functions, the Council's Election Office will not be processing personal data on behalf of the Council; it will instead be processing personal data on behalf of one or more of the following statutory office holders:

- the Registration Officer appointed by the Council under Section 8 of the Representation of the People Act 1983;
- the Returning Officer appointed for the purposes of local authority elections by the Council under section 41 of the Representation of the People Act 1983;
- the Counting Officer responsible for the administration, within the Council's local authority area, of any local, regional or national referendum;
- any other statutory office holder whose duties relate to administering elections or referenda and whose office is held by virtue of holding one or more of the offices described above or is otherwise required by law to be held by an officer of the Council.

What information do we need?

Your personal data is used under the following legal basis: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (ie the Returning Officer).

The personal data required includes:

- name and address
- contact details – phone number(s), email address
- written signature
- description of political party or if standing as an "independent"
- for local government candidates, place of work may be required for qualifications
- Electoral registration number
- BACS details for the reimbursement of statutory candidate deposits for some polls
- data required for Election expenses return (candidate spending); details of election expenses, office address, election agent details

Third Party Data
Some of the information processed by the Returning Officer may have been provided by a third party as part of the election process. This would be from the registered political party or their nominating officer with which you are affiliated, or the appointed election agent appointed by you.

Why we need this information?

As a candidate or election agent for an election we require your data for the following purposes:

- Processing and determining candidate nomination papers, agent appointment form, publishing statutory notices containing your details, and producing ballot papers and other poll material.
- Administering, managing and recording the poll processes in which you are entitled to be involved.
- Maintaining historical records of candidates, nominees and elected members participating in all elections, by-elections and referendum results in the Argyll and Bute area for public consumption, such as the election results or nomination and membership records.
- Producing and maintaining records of candidates, election agents, sub agents, polling agents, counting agents and postal voting agents as required by statute.
- Administering the election expenses return (candidate spending), holding of statutory returns relating to campaign/candidate spending during poll campaigns and publication of statutory notices regarding the same.

What we will do with your information?

Your information will be shared with the following recipients or categories of recipient:

- The Council's Returning Officer and, in the case of Local Government Elections, the relevant council departments and for community council elections, the Community Council liaison officer.
- Printing companies contracted to produce printed material related to the poll.
- Staff required to administer and manage the poll (eg door supervisors, polling place inspectors)
- Single Point of Contact (SPOC) officer at Police Scotland (if required)
- Scottish Government, Scottish Parliament, Scottish Office, Cabinet Office or UK Government as may be required for a particular poll for statutory returns.
- The Councils payment section for the reimbursement of statutory candidate deposits.
- Where information is required for material intended for public consumption ie candidate spending is made available to the public under supervision.

The Argyll and Bute Returning Officer is required by law to protect the public funds it administers. It may share information provided to them with other public bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

How long will we keep your information?

We will keep your information for the length of time specified in the Election Legislation if it is no longer required for the lawful purposes for which it was obtained, after which it will be destroyed under secure arrangements. More information on our retention policy can be obtained from the Data Protection Officer (contact details can be found above).

Automated Decision Making

No automated decision making will take place

Your Rights

When you provide information to the Council, you will have the following rights:

- to withdraw consent at any time, where the lawful basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office – see below for details
- to request access to your personal data – please contact the Data Protection Officer if you wish to submit a request.
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as far as the legislation permits – please contact the Data Protection Officer and provide details of what data you wish to be rectified or erased.

You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland, 45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0303 123 1115 Email: Scotland@ico.org.uk